



EMBRACE CHALLENGE,
DISCOVER YOURSELF.

TRANSCRIPT/SUPPORTING DOCUMENTATION REQUEST FORM

Please complete this form for each college application and submit it to the College Counseling Office.

Important Information:

1. The College Office will forward the following to the College or University:
 - Nichols School transcript and other secondary school transcripts (if applicable)
 - Secondary School Report completed by your College Counselor
 - Teacher/Other Recommendation Letters
 - Academic Profile for Nichols School.
2. Colleges and Universities must be listed in your "Colleges I'm Applying To" section in Naviance and listed in your Common Application.
3. **SAT and/or ACT scores are sent directly to the College by the student.** Nichols does not include any test score reports.
4. For colleges accepting only ONE teacher recommendation, please consult with your college counselor to determine which teacher recommender will be used to support that application.

A CONFIRMATION EMAIL WILL BE SENT TO THE STUDENT AND PARENT(S) WHEN MATERIALS HAVE BEEN SENT.

Student Name: _____ Nichols Counselor: _____

Name of College or University (please indicate specific division or program if applicable):

Name(s) of teacher recommenders writing for you for this college:

1. _____ 2. _____

Check one:

- Early Action Early Decision Coach/NCAA (circle one)
 Rolling Regular Other _____

Application Due Date: _____

OFFICE USE ONLY

Date Submitted to College: _____

Mid-Year Report Sent: _____

Sent Via: (circle one) Naviance Edocs
Naviance School Specific
U.S. Mail
FedEx
Other: _____

Final Report Sent: _____

E-mail Notice Sent: _____